



***State of Washington
Department of Transportation
Legal Notice of Intent to Sole Source***

Washington State Department of Transportation (WSDOT) announces its intention to establish a sole source contract with the Association of Washington Cities (AWC) for the 2005/2007 biennium in order to continue a program of providing transportation related technical assistance to Washington's 281 cities. WSDOT will award one contract for approximately \$450,000.

Since 1985, AWC and WSDOT have entered into mutually beneficial, consecutive agreements to provide transportation technical assistance programs to cities and towns throughout the state. Due to the unique working relationship between AWC and local governments and the close working relationship between AWC and WSDOT, AWC possesses unique qualifications, expertise and knowledge of each entity's interests and has been instrumental in guiding local agencies to those WSDOT resources available to cities and towns in WA. AWC has been very successful in providing research and analysis of policy issues affecting cities, participating in studies affecting cities and serving as the liaison between AWC and the WSDOT in assisting in the marketing, coordination and delivery of state and federal grant programs.

The intended purpose of this agreement is:

- To assist local governments in their analysis of local transportation needs and the applicability of WSDOT and other Washington State administered programs to meet those needs;
- To assist WSDOT and other agencies in the evaluation of their programs and act in a liaison capacity with them on technical as well as policy matters affecting cities and towns; and
- To provide research and analysis of policy issues and studies affecting cities.

Challengers are required to submit a brief statement of their Intent to Challenge, and must address the following criteria as it relates to the project:

- 1 Qualifications/Expertise of Firms on Team;
- 2 Qualifications of Proposed Project Manager;
- 3 Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- 4 Firm's Project Management System (Prime Consultant Only);
- 5 References/past performances (Prime Consultant Only); and
- 6 Cost factors (Prime Consultant Only.)

Your submittal is limited to a total maximum number of ten (10) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be readable size font,) and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.) Please provide only one (1) copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms



should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Notice of Intent to Challenge.

The "Notice of Intent to Challenge" shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- 1 Title of the Notice of Intent to Sole Source on the cover of the submittal and the Transmittal Letter;
- 2 Transmittal Letter;
- 3 Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- 4 Completed Performance Evaluations for the Prime Consultant Only;
- 5 Responsiveness to all challenge criteria;
- 6 Meeting page limitations and font size requirements; and
- 7 Meeting submittal deadline submission date.

Your "Notice of Intent to Challenge" must be received no later than 5:00 PM, Monday, June 13, 2005, at the below address:

Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

No submittals will be accepted after that date and time. Faxed or e-mailed submittals will not be accepted.

Any questions regarding this notice should be directed to WSDOT Consultant Services Office at 360-705-7147.

Date of publication in the Seattle Daily Journal of Commerce: Monday, June 6, 2005.

Challenge Due Date: Monday, June 13, 2005.